

VRCBVI STUDENT HANDBOOK

***VIRGINIA REHABILITATION CENTER FOR THE BLIND
AND VISION IMPAIRED
401 AZALEA AVENUE
RICHMOND, VA 23227
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The services and programs of the Virginia Rehabilitation Center for the Blind and Vision Impaired are accessible to persons with disabilities, and are provided without regard to race, sex, color, national origin, religion, age, handicap, or political affiliation. Contact the Department for the Blind and Vision Impaired's 504 coordinator for more information on non-discrimination and accessibility.

The Department for the Blind and Vision Impaired and the Virginia Rehabilitation Center for the Blind and Vision Impaired comply fully with title VI of the Civil Rights Act of 1964. A copy of the DBVI Civil Rights policy may be found posted on the bulletin board near the reception desk and in the Center library.

The Department for the Blind and Vision Impaired and the Virginia Rehabilitation Center for the Blind and Vision Impaired operate programs within the framework of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, and the Virginians with Disabilities Act.

The VRCBVI Student Handbook is available in large print, braille, and cassette tape. Copies of the handbook may be obtained by contacting the Assistant Director for Administrative Services.

You are about to begin a program here that will help you to prepare for the future. Here at VRCBVI, you will also have the opportunity to meet new friends and participate in many activities. We welcome your suggestions and comments and will be happy to discuss with you any challenges you may encounter while here. We wish you much success and look forward to the opportunity of working with you.

Center Administration

VRCBVI Student Handbook

Revised 10/08

Introduction

This handbook is designed to provide information about the Virginia Rehabilitation Center for the Blind and Vision Impaired--its services, training programs, rules and regulations for daily Center activities and dormitory living, and general information which will be helpful in making the training programs more enjoyable and beneficial.

Mission

The mission of the Virginia Rehabilitation Center for the Blind and Vision Impaired (VRCBVI) is to encourage and enable blind and vision impaired citizens of Virginia to achieve optimum vocational, educational, and social independence, and economic equality.

The Virginia Rehabilitation Center for the Blind and Vision Impaired provides training in the skills of blindness and above all, promotes the belief that blindness is not a barrier to employment nor to living a full, meaningful life. VRCBVI provides adjustment training in skills which allow persons with visual impairments and blindness, along with other disabilities, to function more independently, safely, and efficiently in society. Most training programs at VRCBVI are individually tailored to meet the specific needs of the student. Special programs that provide specific training to groups of students with similar needs are also offered.

VRCBVI Services

Administrative Services: Administrative staff are responsible for the day-to-day operation of the Center program and supervision of the Center services and staff.

Case Management/Counseling Services: Each student is assigned a Center Rehabilitation Counselor who is responsible for case management and coordination of services for each individual while at the Center. Center Counselors provide orientation to the Center, coordination of Agency and other community services, and other support and assistance. Special counseling needs may be met through the use of community resources.

Communication Skills: include evaluation and/or instruction in braille, typing, handwriting, listening skills, math skills, language skills, G.E.D. studies, and use of library services, audio, and computer equipment. Training in work as a receptionist is also provided. The main objective of this department is to provide a communication skills program which will help the individual achieve maximum independent functioning in written, hearing, and spoken communications.

Personal and Home Management: provides individuals with an opportunity to learn skills of daily living which will enable them to care for themselves and their home environment independently. Staff in this department provide instruction in cooking, table skills, sewing, cleaning, laundry skills, telephone use, and adaptive technological equipment designed to assist persons to perform daily skills independently.

Orientation and Mobility/Low Vision: provides training in skills and concepts that will enable the blind or visually impaired individual to travel independently, safely, effectively, efficiently, and with confidence. The O&M instructor also completes an initial low vision assessment and makes referrals to the Center's low vision clinic. A low vision clinic is held regularly in order to determine the feasibility of increased visual functioning through the use of optical aids.

Recreation: aids the student in learning skills and activities which will enable him/her to effectively and creatively enjoy leisure time. Instruction in crafts, swimming, physical conditioning, bowling, and community recreational resources is provided. Instructors plan and carry out recreational activities in the evenings with the assistance of volunteers.

Vocational Services: include work evaluation, work adjustment, vocational counseling, vending stand evaluation, and job readiness preparation. A program of trial work in the community is also provided. The purpose of this department is to assess the student's work abilities and habits and to provide an opportunity for the development of skills and interests which will enable the individual to set and achieve vocational goals.

Medical Services: offers assistance with medical appointments, medication administration and training, and evaluation and training in adaptive medical equipment, diabetic information, and other health concerns. Center nurses work in conjunction with the student's home physician to coordinate medical service needs. They are available to students who become ill or need emergency or routine medical assistance.

Food Services: The VRCBVI cafeteria provides meals seven days a week to all students who are receiving services at VRCBVI. Accommodations are provided for students with special diets or other nutritional needs. Food services are provided by ABL Management, Inc.

Residential Services: The VRCBVI dormitory is the residence for students who are receiving services at the Center. A dorm supervisor is on duty at all times when classes are not being held to provide assistance to residents.

Maintenance Services: include housekeeping, security, and maintenance and repair of all facilities at VRCBVI.

Clerical/Support Services: perform secretarial duties and assistance to all staff.

Please note: There is a services catalog available listing all Center services with a brief description of each. Anyone desiring a copy may see his or her counselor.

General Information

VRCBVI Facilities:

The Center complex consists of an Activities and Administration (AA) Building, a Cafeteria, a Recreation Building, and a Dormitory Building.

In the Administration Building, all classes and student activities, except recreation classes, are held. A canteen is also located in this building for purchasing snacks and beverages. All rooms may be identified by braille or large print labels.

The Recreation Building is located next to the dormitory and includes a swimming pool, two bowling lanes, a game room, an exercise room, and gymnasium.

The dormitory can house up to 34 students. There are 28 single rooms and 6 independent living units. Two single rooms share one bathroom, some of which are universally designed to accommodate wheel chairs. The independent living units have their own bathroom and a small kitchen area. The purpose of the independent living units is allow students to fully practice the personal and home management skills they have learned.

Five-Day Evaluations:

Most students who come to the Center are scheduled for a Five-Day Evaluation prior to receiving training. During the evaluation, new students are scheduled with the staff and instructors in all departments to learn about the services and activities available at the Center. New students also receive an assessment of their skill level in the various instructional areas to determine training goals. On Thursday afternoon or Friday morning, evaluation staffings are scheduled with the student, the Center counselor, and all persons

who have evaluated the student. At this meeting, the results of the evaluation and recommendations for training are discussed. Families and Agency field staff are invited and encouraged to participate in this meeting in person or through teleconferencing.

Evaluation and Instructional Schedules:

The Five-Day Evaluation schedule includes orientation to the Center and the various services available to students. An orientation meeting for all new students is scheduled for 9:00 a.m. Monday morning. Students who have not arrived by 9:00 a.m. will receive orientation upon their arrival by their Center Counselor. Until students are oriented to the Center facilities, staff will meet them in the lounge in the Administration Building at the scheduled time.

A copy of the schedule of classes for each week of evaluation and training will be available in the student's mailbox by 9:00 a.m. each Monday morning; schedules are provided in the adapted medium most preferred by the student. Students should inform their counselors of their preference as soon as possible.

Daily Schedules:

Monday through Friday

7:30-8:00 a.m.	Breakfast served
9:00 a.m.	Classes begin
12:15 p.m.-1:00 p.m.	Lunch served
1:00 p.m.	Classes resume
4:15 p.m.	Classes conclude on Monday, Tuesday, Wednesday. On Thursdays and Fridays, classes conclude at 3:00 p.m.
5:30-6:00 p.m.	Supper served. After supper, leisure time activities can be pursued.

Saturday and Sunday

8:30-9:00 a.m.	Breakfast served
12:30-1:00 p.m.	Lunch served
5:00-5:30 p.m.	Supper served

Holidays:

There are seven (7) times a year when the Center program is closed and dorm services are not provided: the Christmas holidays (including Christmas Day, New Year's Day, and the week between), Thanksgiving, Easter, Memorial Day, July 4th, Labor Day, and Columbus Day Weekends.

Mail:

The Center's mailing address is 401 Azalea Avenue, Richmond, Virginia 23227. Mail is delivered Monday through Saturday. Each student is assigned a mailbox, and stamps may be purchased at the reception desk. A mailbox is located in the business office in the AA building for outgoing mail.

Telephone Calls:

The Center's phone number is (804) 371-3151. This number rings in the Administration Building during the day and in the dormitory in the evening.

Student Identification:

Identification cards from the Virginia Department of Motor Vehicles (to be used in lieu of a driver's license for identification) are available to persons with visual disabilities. Details can be requested from the Center counselor.

Fire Drills and Alarms:

Whenever the fire alarm sounds, students are to exit through the

nearest doorway and walk to the grassy area located between the AA Building, the Cafeteria, and the Dorm. When fire drills are held during the day, staff are available to assist students, if needed, in getting to the proper location. In the evenings and during the night, dorm staff are available to assist residents.

Transportation:

Public transportation to and from the Center is currently limited to taxi service day and night. For commuters, CARE Transportation, a specialized transportation service for senior citizens and persons with disabilities, can frequently be arranged to the Center from the local Richmond area. CARE operates only until 10:00 p.m. on weekdays. Please see the Center Counselor for information. The nearest bus stop after hours is approximately one (1) mile away from the Center, and requires crossing a very busy intersection. Transportation is provided to the bus station on holiday weekends when the Center closes. Counselors can assist students with transportation arrangements.

Religious Worship:

Students are encouraged to make their own arrangements to attend religious services (see Community Resources). If assistance is needed, students may contact the Dormitory Supervisor.

Recreation:

Students may plan independent recreational activities during their free time. The Community Resource section of the handbook lists local recreational resources. The Recreation staff plan evening and weekend activities based on students' recommendations.

Student Advisory Committee:

The Student Advisory Committee is a group of at least three (3) VRCBVI students, elected to serve as a liaison between students

and Center administration, to bring needs and concerns of the majority of students to the attention of administration, to assist with welcoming and orienting new students, and to provide assistance with special projects. The Advisory Committee meets regularly with all students. (See Guidelines for Student Advisory Committee.)

At times when the Center has fewer than 70 percent of its capacity for residential students, there will not be a Student Advisory Committee. Students are encouraged to bring needs/concerns/suggestions to the attention of their counselor or Center administration during times when there is not an active Advisory Committee. The Advisory Committee also is not operational during the summer when few adults are here.

Smoking:

VRCBVI maintains a smoke-free environment indoors. Smoking is permitted outdoors only and at least 25 feet from a building's entrance. Ash receptacles are located outside all buildings.

Valuables:

Students are permitted to have personal radios, TVs, recorders, etc., in their dorm room at their own risk. The Center is not responsible for damage or theft of personal belongings. The Center reports all thefts to the local police for investigation.

Student Responsibilities

Possession of alcohol

Alcohol of any kind is not permitted on state property. Students must not bring alcohol with them to the dormitory or any other area of the VRCBVI campus. Students who are found with alcohol on the VRCBVI campus will be subject to the Center disciplinary review.

Student Absences:

1. An authorized absence is one for which the student has obtained prior approval from the counselor. Authorized absences will be granted in cases of emergency or compelling reasons, such as medical appointments, family problems, or personal business.
2. An unauthorized absence is one for which approval has not been given in advance.
3. The Center Counselor or other Center staff should be notified in the case of an unplanned or unexpected absence by both commuters and residents. Repeated absences without justification may be considered unauthorized absences and may be reason for termination of a student's program.
4. Termination for reasons of unauthorized absences will be recommended by the Assistant Director for Administrative Services, and final approval will come from the Center Director.
5. If students become ill while at the Center, the Center Nurse or Center Counselor should be notified. Nurses and Counselors may authorize absences from class and the Center due to illness and ensure appropriate medical attention.
6. Students who are being considered for disciplinary action for unauthorized or frequent absences will be given due process; students who have disciplinary action brought against them have access to the Agency Consumer Grievance Procedure.

Sign-Out/In Policy:

For effective communication and to ensure the welfare and safety of all individuals, all staff and students are expected to sign out and in when leaving and returning to the premises. For fires and other emergencies, it is vital to know who is on and off campus.

Sign-out sheets are located in the Dorm Supervisor's office and at the reception desk in the AA Building. When signing out during weekday instructional hours, the sign-out sheet at the reception desk

should be used. At all other times, the sign-out sheet in the Dorm Office should be used. Signing off campus during weekdays should not interfere with instructional programs. Signing out includes the student name, time of departure, and expected time of return. Signing in includes the student name and the time returned. During free periods when students leave the AA Building, they should also sign out at the reception desk.

Visitation Policy:

Family and friends are welcome and encouraged to visit students, who are responsible for informing visitors of the following:

1. All visitors should report to the reception desk or the dorm office to sign in and meet the student they are visiting. Visitors should not wander around the premises unaccompanied or go directly to a student's room without being announced.
2. Visitors are expected to abide by all student rules and regulations. Those who engage in disruptive, unruly, or inappropriate behavior will be asked to leave the premises.
3. Students are responsible for any visitor damages or thefts.
4. Visitors may purchase meals in the cafeteria by making prior arrangements with the Assistant Director for Administrative Services or the Dorm Supervisor, and paying cafeteria staff before going through the line.
5. Overnight guests may be able to stay in the dorm, if room is available, for \$15.00 per night when prior arrangements are made with the Assistant Director for Administrative Services.
6. Off-campus visitors are not permitted to visit on campus during quiet time. (See pages 19 and 20.)

VRCBVI General Medical Compliance Policy:

The Center administration maintains the right to send home any student who, due to medical reasons, is unable to fully participate in

training, whose medical treatment needs to be performed at home, or who needs medical care or supervision the Center is not able to provide. Students may return to the Center to complete their interrupted program, once cleared by the physician. Students are expected to comply with any doctor's orders and written prescriptions while at the Center. The physician of anyone who is medically unstable will be consulted and the appropriate intervention or treatment will be determined; this may result in interrupting the student's program. All new students will review and sign the Medical Compliance Policy.

Cafeteria Policy:

Students are responsible for being on time to meals (see pages 6-7), for getting their trays and joining the cafeteria line, and returning their trays to the cleaning window. Assistance will be provided if needed or upon request.

Financial Responsibilities:

Students are responsible for informing their counselor of any known benefits available from other programs and resources (personal insurance, Medicaid, Medicare, VA benefits, etc.).

Student Dormitory Responsibilities

Room Assignments:

Room assignments are made based on referral information received on individuals. Room changes are requested through the Assistant Director for Administrative Services.

Room Keys:

Students will be provided with a pass key that will allow access to the dormitory building and their personal room. They will also be given keys for their dorm room closet and dresser. Students are

responsible for their keys and will be charged \$2.00 per key for replacements. Keys should be returned to the Center Counselor, Dorm Supervisor, or the Assistant Director prior to leaving the program.

Clothing Maintenance:

Students are responsible for the laundering and maintenance of their own clothing while at the Center. Washers and dryers are located in the Dorm laundry room. Students are responsible for supplying detergent and other laundry products. An ironing board and iron are available in the laundry room. Irons may also be checked out overnight from the Personal and Home Management staff for independent use. Orientation to the laundry room is provided by the PHM staff during the first week of the program. Staff will also provide instruction and assistance to students, if needed.

Linens:

Students are issued two sets of sheets, one blanket, one pillow, one spread, and a bath mat upon arrival. One set of sheets is on the bed and the second set is located in the bottom desk drawer. Upon completion of the Center program, all linens issued to the student should be returned to the Center. Students will be charged a fee for each linen item not returned. Bed linens will be laundered weekly by a commercial laundry and students will be instructed where they should deposit dirty linens.

Housekeeping Responsibilities:

1. Students are responsible for all daily housekeeping duties in their room.
2. Students are encouraged to help maintain cleanliness of the TV room in the dormitory and the laundry room. Students are asked to dispose of trash, keep the refrigerator clean, remove all belongings from the room when leaving, and clean up or

- report all spills.
3. Upon completion of the program, students are responsible for removing all personal effects from the dorm room. This includes stripping the bed of linens, emptying all drawers and closets, removing all belongings from the medicine cabinet, turning in linens on the morning of departure, and returning keys.
 4. Items in need of repair in the dorm rooms should be reported to the Dorm Supervisor, Center Counselor, or the Assistant Director for Administrative Services.
 5. Cleaning equipment and supplies can be requested from the Dormitory Supervisor on duty.
 6. Dorm rooms may be inspected by the dorm supervisors and the PHM instructors and will be announced in advance. Inspections can provide opportunities for enhancement of independent living skills. Rooms may also be inspected by maintenance and/or administrative staff for facility maintenance and improvement purposes.

Quiet Time:

*There is no curfew for adults, age 18 years or older. However, between the hours of 12:30 a.m. and 7:00 a.m. Monday through Friday, and 1:00 a.m. and 8:00 a.m. Saturday and Sunday, quiet time will be in effect for all students. At all times, but especially during quiet time, students are expected to respect their peers' rights to rest or sleep undisturbed. During quiet time, the recreation building, and AA building will be secured; incoming telephone calls will not be transferred to the dorm rooms or TV room; and visiting will not be permitted in dorm rooms. For security purposes, adult students on campus will be expected to be in the dorm during quiet time unless they have indicated to the dorm staff that they will be off campus. Special requests during these hours will be considered on an individual basis.

Co-ed Visitation Policy:

Co-ed visitation is permitted in dorm rooms occupied by adults, age 18 years or older, provided the following conditions are met:

- a. Co-ed visitation takes place only during the hours of 7:00 p.m. - 10:00 p.m. daily;
- b. Students must notify the Dorm Supervisor if they are having a co-ed visitor in their room;

*Note: If a student's participation in co-ed visitation is determined to infringe on the rights of another student, or results in disruption of quality residential services for any student, an individual's privileges of co-ed visitation may be restricted or revoked.

Leaving the Premises:

Adults, age 18 years or older, may leave campus during non-instructional hours. VRCBVI takes no responsibility for persons of any age who leave the premises without staff members.

All youth and adults requiring supervision must have written parental or guardian permission to leave the premises at nights and/or weekends without a staff member. Waivers, releasing VRCBVI from responsibility during hours youth are permitted off campus unaccompanied by VRCBVI staff, must be completed by parents or guardians.

Curfew:

Curfew exists for youth under age 18, and for those adults in need of supervision as designated by parent or guardian.

Curfew	Sunday through Thursday	10:30 p.m.
	Friday and Saturday	12:00 a.m.

Curfew means that, at the appointed time, all youth and adults designated to need supervision are to be in their dorm rooms.

Overnight Visits:

All students should notify their Counselors and sign out when planning to be away from the premises overnight or for the weekend.

Student Standards of Conduct

The Center has established the student standards of conduct in order to: 1) ensure each person's safety and well-being, 2) to provide an appropriate atmosphere for individual growth and development, 3) to maintain respect for other residents, and 4) to abide by the laws of the Commonwealth. All students, residential or commuter, and visitors are expected to abide by the standards while at the Center. Center management reserves the right to enforce these standards as necessary and appropriate under individual circumstances.

1. Students who engage in the following behaviors will receive a disciplinary review and will be dismissed from the Center program:
 - a. Possession of illegal drugs or weapons on Center property. Students who possess such items will be dismissed and the appropriate law enforcement authorities will be notified.
2. Students who engage in the following behaviors will receive a disciplinary review and may be dismissed or suspended from the Center for up to ten (10) scheduled class days:
 - a. Fighting of physically abusive or deliberately aggressive behavior towards self or others;
 - b. Destruction or theft of any property. (Financial restitution, at fair market value, will be required).

- c. Intimate sexual acts, such as intercourse, etc. Such behavior is not permitted on campus
3. Students who engage in the following behaviors will receive a disciplinary review and may be suspended from the Center for up to ten (10) scheduled class days:
- a. Verbally abusive or hostile behavior directed towards another individual;
 - b. Unruly or disorderly conduct which interferes with the operation of the Center and/or threatens the safety and well-being of others;
 - c. Absence from the Center program without authorization equal to or greater than three (3) consecutive days;
3. Students who engage in the following behaviors will receive a disciplinary review and may receive a formal written warning:
- a. Appearing on campus while noticeably under the influence of alcohol;
 - b. Absence from a class without authorization from Center Counselor or medical staff;
 - c. Infringing on the rights or space of others;
 - d. Continue to use profanity or obscene language on campus;
 - e. Deliberately violating Center or Residential policies or portions thereof.

Two or more written warnings may result in suspension or dismissal from the Center.

Disciplinary Review and Action:

All violations of the standards of conduct are subject to disciplinary review by administration, which may result in termination or

suspension from the program. All circumstances leading to disciplinary review will be considered on an individual basis. Students in violation of the Standards of Conduct will be given notice and due process before a disciplinary action is finalized. All students have access to the Agency Grievance Procedure. Any disciplinary action may be reviewed with administration at the student's request.

Disciplinary Appeals:

All students have the right to appeal any disciplinary action which results in suspension and/or termination through the Agency Grievance Procedure. For Center students, the first step in the grievance procedure is to submit his/her grievance to the Center Director. Copies of the procedure are available to all students in the dormitory office, resource room, and Assistant Director's and Director's offices. Students should review the Agency Consumer Grievance Procedure for full information.

Also, the Virginia Office for Protection and Advocacy (VOPA) may be contacted by the student if he/she chooses to appeal a decision of Center administration regarding a disciplinary action. Students may call VOPA for further information at (804) 225-2042.

Student Rights

Student Rights Policy:

Each student is informed of his/her rights and responsibilities at the time of admission or as soon thereafter as possible. All students will be informed as soon as possible of changes in the statement of rights and responsibilities.

Students at VRCBVI have the right:

1. To be treated in a considerate and respectful manner.
2. To be told about services available.
3. To be present and actively participate in the planning of his/her Center rehabilitation program.
4. To a reply when asking for services and a legitimate reason if services are denied.
5. To a review of his/her rehabilitation program with him/her present upon request.
6. To be told informed of their responsibilities concerning rules and regulations of the Center.
7. To have verbal or written complaints and grievances addressed by staff or Center administration without fear of the reprisal.
8. To confidential treatment of written communications and records except when the law or regulations require otherwise or when maintaining confidentiality places the student in eminent danger.
9. To privacy where appropriate and within the bounds of the Center regulations (personal care, treatments and examinations, counseling, visitors, mail, personal belongings, and telephone calls).
10. To have social, religious, and community inter-relationships of his/her choice within the bounds of the planned program and Center regulations or to refrain from the same.
11. To be notified at least two weeks prior to the planned end of his/her program.
12. To be notified at least two weeks prior to the planned end of his/her program except in cases of disciplinary actions.

Privacy

Privacy in rooms will be respected. However, residential rooms are state property. If staff have reasonable cause, they have the authority to enter and inspect rooms and to conduct room searches.

APPENDIX

Guidelines for Student Advisory Committee

Note: The Student Advisory Committee and the buddy system do not operate during the summer months, when population consists primarily of students under age 18, or during times when the Center has fewer than 70 percent of its capacity for residential students in the program.

I. Duties:

The student advisory committee shall:

- A. Act as a liaison between students and dorm staff and Center administration;
- B. Provide advice and assistance to other students upon request of Dorm Supervisor;
- C. Assist entering students;
- D. Assist with implementation of the buddy system, by seeking and assigning weekly volunteers to welcome and orient new students to the dorm and Center program;
- E. Assist in determining any special needs of the majority of students and assisting in implementation of strategies to meet those needs;
- F. Make recommendations for improvements in training and support programs to Administrative Staff;
- G. Inform students about the Student Advisory Committee and encourage student participation in the program and community life.

II. Elections:

- A. Number of members:
The student advisory committee shall consist of a maximum of five and a minimum of three members.
- B. Qualifications of nominees:
 - 1. Nominees shall be in good standing, that is, under

- no disciplinary review or action.
- 2. Nominees shall have been at VRCBVI at least one week and expect to be at the Center for at least four additional weeks.
- C. Procedure for elections:
 - 1. The chairperson of the Student Advisory Committee shall conduct elections for all committee vacancies according to Robert's Rules of Order. When a committee vacancy occurs, the chairperson will conduct an election as soon as possible.

III Elected officers:

Elected committee members shall select a chairperson, a vice-chairperson, and a recorder.

- A. The chairperson shall be responsible for:
 - 1. Establishing meeting arrangements and frequency of those meetings with the committee and with students and staff;
 - 2. Chairing all meetings;
 - 3. Ensuring all duties of the Student Advisory Committee are performed.
- B. The vice-chairperson shall be responsible for:
 - 1. Providing assistance to the chairperson;
 - 2. Acting as the chairperson in his/her absence.
- C. The recorder shall be responsible for:
 - 1. Recording the agendas and minutes for all Student Advisory Committee meetings. The minutes shall be made available to the staff representative or any other administrative staff member upon request;
 - 2. Organizing and maintaining an on-going copy of all records to be passed on to each recorder.

IV. Meetings:

- A. A meeting with the administrative staff representative shall be held when new members are elected to the committee and as frequently as needed by the Student Advisory Committee.
- B. Special meetings with the representative or other administrative staff may be requested by the committee, an individual committee member, or administration.
- C. The committee shall have the opportunity to meet in closed session with or without the student body. They may conduct any business as they see fit in closed session.
- D. The staff representative shall be notified of meetings with the student body one day in advance. A written record of the minutes will be made available to Center administration.

V. Staff representative:

The staff representative shall:

- A. Inform Student Advisory Committee members of their responsibilities.
- B. Be available to the Student Advisory Committee for support, advice, assistance, and guidance.
- C. Be available to attend any advisory committee meetings or meetings with the student body, upon request of the Student Advisory Committee.
- D. Provide information weekly to the chairperson regarding new student arrivals for implementation of the buddy system.
- E. Provide any needed materials to the Student Advisory Committee upon request.

VI. Committee and Center Director Interaction:

- A. The Center Director or Acting Director will be available to provide support, advice, and guidance.

Student Advisory Committee Buddy System Guidelines

- I. On the Friday afternoon preceding each new student arrival date, the Student Advisory Committee chairperson shall be given a list of the expected students, their arrival date/time, and their room assignments.
- II. It shall be the responsibility of the Student Advisory Committee to welcome new students and to seek volunteers to assist new students with dorm orientation, introductions, and travel assistance, if needed and requested by Center staff. (Students who assist with travel will demonstrate appropriate mobility skills.)
- III. It shall be the responsibility of the Student Advisory Committee to determine the buddy assignments and identification of peers to assist with welcoming students. However, all students receiving roommates are encouraged to warmly welcome his or her new roommate.
- IV. It shall be the responsibility of the Student Advisory Committee to assist Center staff by ensuring that the individual already assigned to the room is advised of the date when a roommate can be expected.

Class Schedule Abbreviations:

Class schedules are abbreviated and abbreviations included on that schedule are as follows:

Classes:

ABE	Adult Basic Education
ADL	Activities of Daily Living
BOWL	Bowling

BRL	Braille
BRL-EQIP	Braille Equipment
CE	Consumer Education
COMP	Computer Training
COOK	Cooking
COU	Individual Counseling
CR	Customer Relations
CRAFT	Crafts
CS	Communication Skills
DI	Diabetic Information
EQUIP	Equipment
ESL	English as a Second Language
GROOM	Grooming
GROUP	Blindness Support Group
HW	Handwriting
I	Independent
IL	Independent Living
IND.TIME	Independent Time
JR	Job Readiness
KEYB	Keyboarding
LIST	Listening Skills
LIT	Literacy
LV	Low Vision
O&M	Orientation and Mobility
PC	Physical Conditioning
PHM	Personal and Home Management
PI	Professional Image
READ	Reading Services
REC	Recreational Activities
RECO	Recording
RS	Reception Skills
STUDY	Independent Study of Assigned Subject
SWIM	Swimming

T	Tutoring
-T	Tuesday
-TH	Thursday
TS	Table Skills
TUTOR	Tutoring in Reading, Spelling, or Math
V or VOL	Volunteer
VS	Vending Stand
WE	Work Evaluation

Direct Service Staff:

CC	Candace Catron
KC	Kelly Clarke
SC	Shawn Corcoran
CC	Carol Cornett
JD	Judy Deppman
CD	Carson Diggs
PD	Patty Donovan
CG	Christina Giani
BH	Brian Hagan
KH	Kim Hawk
PH	Pam Hazelwood
PJ	Patty Johnson
CJ	Charlotte Jones
MJ	Marshall Jordan
KK	Karen Kenly
WK	Wayne Knight
BM	Becky Miller
MM	Marie Moore
PP	Phil Pegg
SP	Sandy Price
JR	Jan Roth
SS	Susan Smith
CW	Carolyn Winston

VRCBVI Staff Responsibilities

Administrative Staff

Dennis Garza -	Center Director
Marnie Tidd -	Assistant Director for Administrative Services
Gail Kinder -	Assistant Director for Instructional Services
Carol Koger -	Assistive Technology Program Specialist

Communication Skills Department

Sandy Price -	Braille, College Logistics, Braille Adaptive Equipment, Handwriting
Jan Roth -	Braille, College Logistics, Braille Adaptive Equipment, Handwriting
Judy Deppman -	Scanner Operation, Braille Adaptive Equipment
Becky Miller	Library Services, Recording Skills, Listening Skills
Carol Cornett -	Adult Basic Education, College Logistics, Writing Skills
Charlotte Jones -	Keyboarding, Writing Skills, Computer Skills
Shawn Corcoran -	Introduction to Computer, Intermediate Computer Skills
Marshall Jordan -	Library Tours, Introductory Computer Skills
Carson Diggs -	Receptionist/Telephone Skills
Open -	Introduction to Computer, Intermediate Computer Skills

Orientation and Mobility Department

Christina Giani -	Low Vision, Orientation and Mobility
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Wayne Knight - Low Vision, Orientation and Mobility
Patty Johnson - Low Vision, Orientation and Mobility

Personal and Home Management Skills Department

Carson Diggs - Activities of Daily Living, Consumer Education, Home Management, Independent Living Skills, Table Skills
Patty Donovan - Cooking, Women's Grooming, Independent Living Skills, Table Skills, Home Management

Case Management Department

Candace Catron - Counseling Services
Karen Kenly - Counseling Services

Medical Services

Pam Hazelwood, RN - Diabetic Information, Health Awareness
Susan Smith, PN - Diabetic Information, Health Awareness

Psychological Services

Dr. Mike Martelli, PhD - Psychologist
Phil Pegg - Psychology Doctorate Student

Recreation Department

Brian Hagan - Leisure Time Counseling, Physical Conditioning, Bowling, Swimming, Evening Recreation
Carolyn Winston - Crafts

Vocational Services

Marie Moore - Work Evaluation
Kim Hawk - Vending Stand Evaluation, Job Readiness, Trial Work
Kelly Clarke - Vending Stand Assistant, Student Driver

Clerical/Support

Barbara Cook -	Executive Secretary
Mary McDowell -	Fiscal Assistant
Joanne Verdi -	Administrative and Program Specialist II
Joy Tucker -	Administrative and Program Specialist II (WE-14)

Dormitory Staff

Doris Spurlock -	Direct Service Associate II
Clarisse Carter -	Direct Service Associate II
Christopher Bellard (WE-14)	
Sharlene Dandridge (WE-14)	
Tara George (WE-14)	
Gregory Gray (WE-14)	
Daphne Hill (WE-14)	
Nina Jones (WE-14)	
Patricia Jones (WE-14)	
Eloise Moody (WE-14)	
Irma Ragland (WE-14)	

Maintenance Staff

Don Callahan -	Buildings and Grounds Supervisor
Robert Gray	
Mike Gardner	
Doug Lowry	

Community Resources
Places to Go - Things to Do

Attractions

*Starred Attractions have Special Accommodations for the Disabled

For a free copy of "The Virginia Travel Guide for the Disabled," persons with disabilities may write to:

The Open Door, Inc.
Route 2, Box 1805
Woodford, VA 22580
(804) 633-6752

Capitol of Virginia*
9th and Capitol Streets
786-4344

Carpenter Center
600 E. Grace Street
782-3900

Richmond Coliseum
601 E. Leigh Street
780-4956

Meadow Farm Museum*
Mountain and Courtney Roads
672-5100

Museum and White House of the Confederacy*

1201 East Clay Street
649-1861
Richmond Landmark Theatre
Main and Laurel Sts.
780-8226

Phillip Morris Manufacturing Center*
3601 Commerce Road
274-3342

Richmond Centre
500 E. Marshall Street
783-7300

Richmond Children's Museum*
740 Navy Hill Drive
788-4949

Richmond National Battlefield Park*
3215 East Broad Street
266-1981

Valentine Museum*
1015 E. Clay Street
649-0711

Science Museum of Virginia*
2500 W. Broad Street
367-1013

Tuckahoe Plantation*
River Road
784-3493

Virginia Museum of Fine Arts*
Grove Avenue and North Boulevard
367-0844

Virginia Aviation Museum*
Richmond International Airport
222-8690

The Virginia House*
4301 Sulgrave Road
353-4251

Banks

SunTrust Bank
1101 Azalea Avenue
782-5491

First Virginia Bank
Brook Run Shopping Center
679-5241

Bank of America
4921 Lakeside Avenue
553-3330

Wachovia
5610 Brook Road
264-4110

First Union Bank

4824 Brook Road
261-7285
Barber Shops

Azalea Barber Shop
Brook Run Shopping Center
262-2674

Bellevue Barber Shop
1219 Bellevue Avenue
264-2010

The Hair Shop
6201 Lakeside Avenue
266-4539

Northside Barber Shop
2300 Chamberlayne Avenue
329-9857

Beauty Shops and Hairstylists

Brook Hair Designs
7511 Brook Road
266-2222

The Hair Cuttery
5714 Brook Road
264-8423

New Dimension Hair Studio
2501 Chamberlayne Avenue
329-9805

Regis Hairstylists
Virginia Center Commons
261-5454

Recreation

AMF Hanover Lanes
7313 Bell Creek Road
Mechanicsville, VA
559-2600

AMF Ten Pin Coliseum Lanes
325 E. Belt Boulevard
233-9801

Skate America
7147 Brandy Run Drive
730-3252

Paramount King's Dominion*
I-95 and Rt. 30
876-5000

Church Run Community Recreation Center
3700 Church Run Parkway
747-9867

Restaurants

Brookside Seafood Restaurant
5221 Brook Road

262-5716

LaCasita
5204 Brook Road
262-8729

Dabney's Restaurant
1501 Robin Hood Road
359-8126

Dot's Back Inn
4030 MacArthur Avenue
266-3167

Belle B
1223 Bellevue Avenue
261-4500

Magnolia
3207 N. Boulevard (Holiday Inn Central)
359-9441

Saito's Japanese Restaurant
611 East Laburnum Avenue
329-9765

Ming's Dynasty
Parham and Route 1
266-1888

Happy Garden
7103 Brook Road
515-0955

Top's China Restaurant
5660 Brook Road
264-8168

Olive Garden
7113 W. Broad Street
672-6220

Spaghetti Warehouse
10099 Brook Road
553-4966

Shoney's
7137 Mechanicsville Turnpike
730-2572

Restaurant Delivery

Dominos
553-1111

Pizza Hut
321-3000

Celebrity Room
730-6463

Papa John's
262-4500

Chinese Kitchen Express

359-8021

Nearby Fast Food Restaurants

Arby's
5205 Brook Road
266-6579

Burger King
1204 Azalea Avenue
262-3586

Kentucky Fried Chicken
1006 Azalea Avenue
266-3136

McDonald's
Rt. 301 & I-95
262-8495

Subway Sandwiches and Salads
5201 Chamberlayne Avenue
266-2242

Taco Bell
5201 Brook Road

Wendy's
5212 Brook Road
264-7060

Shopping Centers and Malls

Cloverleaf Mall
7201 Midlothian Turnpike
276-8650

Chesterfield Towne Center
11500 Midlothian Turnpike
749-4660

Fairfield Commons
Nine Mile Road and Laburnum Avenue
222-4167

Regency Square
Parham and Quioccasin Rds
740-7467

Virginia Center Commons Mall
10101 Brook Road
266-9000

The Shops at Willow Lawn*
1601 Willow Lawn Drive
282-5198

Wal-Mart
Parham and Brook Roads

Transportation

Taxi Cabs

Manhattan Cab
1615 Brook Road
643-6791

Veterans Cab
6838 Atmore Drive
276-8990

Yellow Cab
3203 Williamsburg Road
222-7300

Other Transportation

Greyhound Bus Information
1-800-231-2222

Greater Richmond Transit Company
358-4782
(Call for Bus Schedules and Qualifying for CARE)

CARE Transportation
782-2273 (Reservations)

Worship Services

*Most of the places listed below have agreed to provide transportation when contacted by noon on Friday. If the church or synagogue of choice is not included in this list, please consult the yellow pages and call the church office with your request, or contact the Dorm Supervisor for assistance.

Southern Baptist

Stukeley Hall Baptist Church

The Rev. James B. Adams

601 Azalea Avenue

266-0297 (office)

261-7768 (home)

Services:

9:45 a.m. Sunday School

11:00 a.m. Worship Service

Ginter Park Baptist Church

1200 Wilmington Avenue

359-2475 (call by Friday)

9:00 a.m. Sunday School

10:30 a.m. Worship Service

September - May, Wednesday Night Supper
(Reservations by noon Tuesday)

Baptist

Landmark Baptist Church

Creighton Road off Laburnum

643-7711

Contact James and Juanita Woods

226-9319

9:45 a.m. Sunday School

10:30 a.m. Worship Service

Triumphant Baptist

2003 Lamb Avenue

321-7622

Contact Willie Harris

321-1908

9:30 a.m. Sunday School

11:15 a.m. Worship Service

4:00 p.m. Special Service

Church of Christ

Church of Christ

4006 Hermitage Road

288-1088

9:30 a.m. Bible Class

10:30 a.m. Assembly

6:00 p.m. Assembly

Church of Jesus Christ of Latter Day Saints

Richmond First Ward

5600 Monument Avenue

288-4383

Disciples of Christ

Battery Park Christian

Brook Road and Bellevue Avenue

266-3973

9:30 a.m. Sunday School

11:00 a.m. Worship Service

Episcopal

St Thomas' Church

3602 Hawthorne Avenue

321-9548

9:30 a.m. Sunday School

8:00 a.m. Holy Eucharist

10:00 a.m. Morning Prayer and Sermon

Holy Eucharist 1st and 3rd Sundays

Greek Orthodox

St. Constantine and Helen Greek Orthodox Cathedral

30 Malvern Avenue

358-3687

Bus Pick-up for 10:30 Service

Jehovah's Witness

Ginter Park

3913 Brook Road

266-9534

Jewish Synagogues

Orthodox

Keneseth Beth Israel

6300 Patterson Avenue

288-7953

Reformed

Beth Ahabah Congregation

1111 W. Franklin Street

358-6757

Lutheran

Messiah Lutheran
Atlee and Meadowbridge Roads
746-7134

9:30 a.m. Sunday School
8:15 a.m. Worship
10:45 a.m. Worship

Methodist

Ginter Park United Methodist Church
1010 West Laburnum Avenue
8:30 a.m. Worship
11:00 a.m. Worship
Contact: Bill Wash 262-8651
Susie Richard 329-1939

Pentecostal

Meadowood Church of God
325 Azalea Avenue
321-1562 or 321-3369
9:45 a.m. Sunday School
11:00 a.m. Worship
6:00 p.m. Worship

Ray of Hope
3105 Chatham Road
The Rev. Collins or Mr. James Smith
353-8351
9:45 a.m. Sunday School
11:00 a.m. Worship Service
7:00 p.m. Worship
7:45 p.m. Wednesday Worship

Presbyterian

Ginter Park Presbyterian

3601 Seminary Avenue

359-5049

9:40 a.m. Sunday School

10:55 a.m. Worship Service

Roman Catholic

St. Edward's Church

2700 Dolfield Road

Bon Air, VA

272-2948

5:30 p.m. Saturday - Mass

8:00 a.m. Sunday

9:30 a.m.

11:30 a.m.

St. Paul's Church

909 Rennie Avenue

329-5512

Contact: Laverne Williams

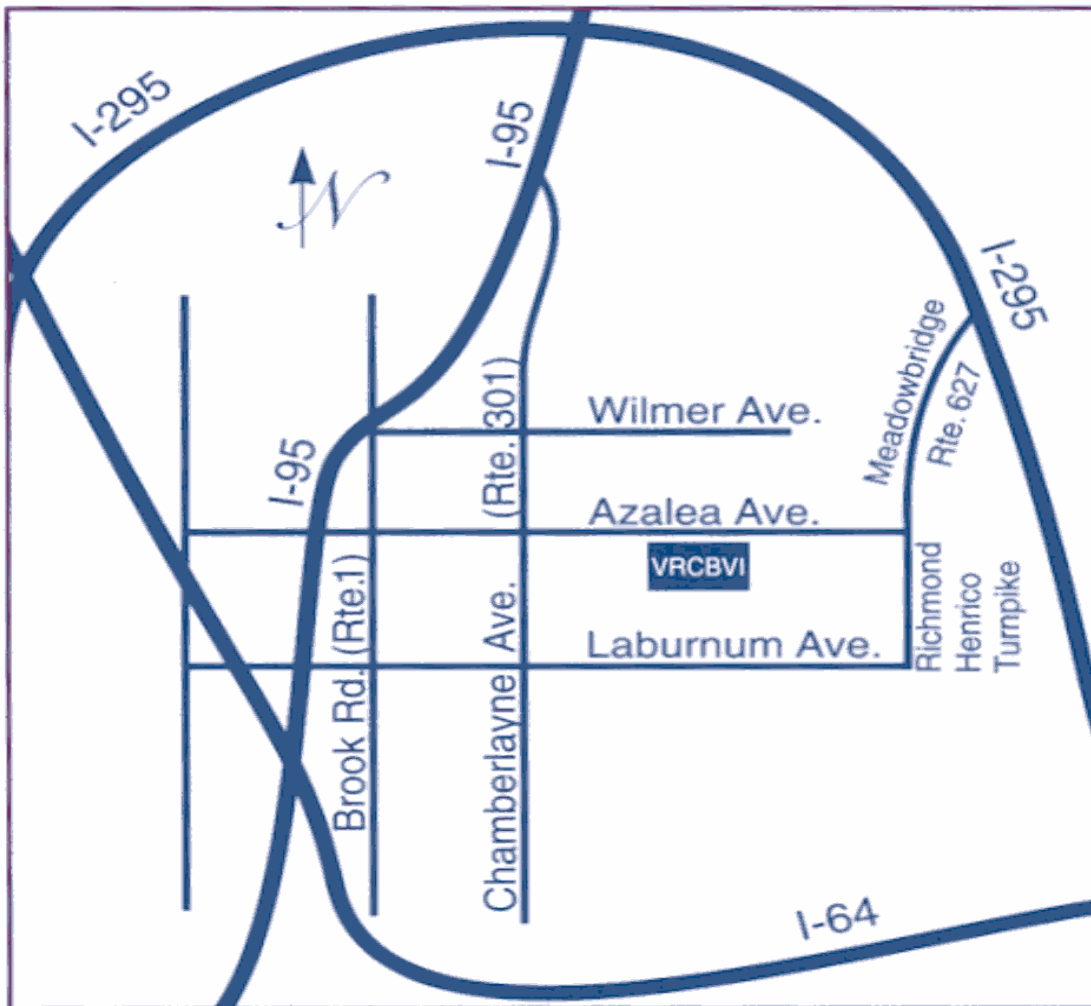
329-0473

5:15 p.m. Saturday - Mass

8:30 a.m. Sunday

11:00 a.m.

Directions to
The Virginia Rehabilitation Center for the Blind and Vision Impaired
401 Azalea Avenue
Richmond, VA 23227
(804) 371-3151



Southbound Rt. I-95

Exit #82 (Chamberlayne Ave./State Fairgrounds/Rt. 301). Exit onto Chamberlayne Avenue

At the 3rd light, Azalea Avenue, turn left. Go .9 mile. VRCBVI is on the right and is the building on the right as you enter.

Northbound Rt. I-95

Exit #82 (Chamberlayne Ave./State Fairgrounds/Rt. 301). Turn right at the light and go two more lights (Azalea Avenue). Turn left onto Azalea Avenue and go .9 mile. VRCBVI is on the right and is the building on the right as you enter.

Eastbound Rt. I-64

Go through Richmond. Exit onto Rt. I-95 North (to Washington). Follow directions for Northbound Rt. I-95.

or

Exit onto Rt. I-295. Exit onto Rt. I-95 South (to Richmond). Follow directions for Southbound Rt. I-95.

Westbound Rt. I-64

Go through the city of Richmond. Exit onto Rt. I-95 North (to Washington). Follow the directions for Northbound Rt. I-95.

or

Exit 200 onto Rt. I-295. Exit 38 onto Meadowbridge Road West. At the third light (Azalea Avenue) turn right. Go .7 mile. VRCBVI is on the left and is the building on the right as you enter.